VEHICLE RENTAL JUSTIFICATION WORKSHEET

PLOYEE NAME: _____   AGENCY: _____

RT LOCATION: _____   DESTINATION: _____
     (city)   (state)   (city)   (state)

:RENCE HOTEL   yes   no   (circle one)   DATES OF TRAVEL: _____

:le Rental Justification:

rental cost plus tax: Fuel cost: Parking fees: Number of days: Total rental vehicle costs: _____

oximate taxi/shuttle costs:

le Costs to and from Airport to Hotel :   = _____

		TAXI FARE	
Mileage from Airport to Hotel:	mi. to (address) _____	@_____ per mile	_____
Mileage from Hotel to Meeting:	mi. to (address) _____	@_____ per mile	= _____
Mileage from Meeting to Meeting:	mi. to (address) _____	@_____ per mile	= _____
Mileage from Meeting to Hotel:	mi. to (address) _____	@_____ per mile	= _____
Mileage from Hotel to Airport:	mi.	@_____ per mile	= _____

Total taxi/shuttle costs: = _____

COMPARE TOTAL VEHICLE RENTAL COSTS TO TOTAL TAXI/SHUTTLE COSTS

:ler is requesting a mid-size or larger vehicle

nber of passengers including driver: _____

ber of pieces of luggage   Number of pieces of other materials (specify # and size)   _____

itional Comments:

_____

additional facts or circumstances, if necessary may be attached